

OPWC Request to Proceed Instructions

Clean Ohio Fund - Green Space Conservation Program

A Request to Proceed is required for land acquisition activities, all project prime contractors, and for the direct procurement by the local subdivision of materials, supplies, or services, including engineering. Neither land acquisition nor construction can begin until the local subdivision has received a "Notice to Proceed" from the OPWC.

This form will be used by the OPWC to establish a firm as an authorized vendor for this project in the State's Accounting System. No disbursements can be made until this form is completed and approved by the OPWC in advance of a disbursement request. See website (search "Vendor Forms") for forms for new vendors or changes to vendors in state payment system.

Instructions

1. Flood Damage Reduction Standards. (Construction or Enhancements only) If your project is located in a 100-year floodplain, attach a Local Floodplain Permit or a letter from the Ohio Department of Natural Resources stating the requirements of the National Flood Insurance Program have been met. If your project is not located in a 100-year floodplain, mark "No" and proceed to the next section. Questions regarding Flood Damage Reduction Standards should be directed to the Ohio Department of Natural Resources (ODNR), Division of Soil and Water Resources (DSWR), Floodplain Management Program (FMP) at (614) 265-6750.
2. Land Acquisition. You must attach your proposed deed restrictions, purchase contract, appraisal report, appraisal review (if applicable), and title insurance binder or commitment for title. If using the pre-closing option also include a closing protection letter and the signed escrow agreement (Appendix F of the Project Agreement). If the title company is also the insurance company, then the closing protection letter is not needed. Closing protection letters are required for those vendors acting in the capacity of an "agent".
3. Mineral Rights. Answer the questions as appropriate.
4. Request for Change. If submitting an RTP for a vendor this form can also be used for a change in Project Schedule, Land Officials, or Acquisition Date. (Alternatively, such changes can be submitted through an e-mail communication.)
5. Vendor Designation.
 - Check the box describing the type of firm, or if choosing the reimbursement option.
 - Provide the name, address, contact, phone number and Federal Tax Identification Number for the firm or subdivision. Also include the scope of work and the contract amount.
 - If for Land Acquisition, provide an estimated closing date. If for Construction, provide estimated start and completion dates.
6. Local Authorization. The form must be signed and dated by one of the three authorized project officials as designated in the project agreement.